

Approved For Release 2000/09/08 : CIA-RDP80-01341A000200020020-5

25 February 1970

MEMORANDUM FOR: Director, Office of Finance

THROUGH : Deputy Director for Accounts and Audit

SUBJECT : Reorganization of the Industrial Contract Audit Division

25X1A 1. In December 1968 the Division was reorganized, a reorganization first portrayed in the official Table of Organization in March 1969, reducing the number of Branches from four to three and realigning the work load accordingly. At that time it was proposed to increase the Branch Chief positions from GS-14 to GS-15. [REDACTED] already has a GS-15 position for its Chief.

2. The Branch Chief positions are autonomous. The Branch Chiefs are responsible for audit scheduling, supervision of auditors, technical reporting and all administration of reports and records.

3. Attached is a proposed Table of Organization for the Division. It reflects the following changes:

a. Transferring the Division Deputy Chief GS-15 position to one Branch Chief position, keeping in mind that the North East Branch Chief position will include acting as Division Chief in the Division Chief's absence. A normal assumption since it is the most extensive Branch in dollar volume.

b. Add a GS-15 position as Branch Chief, South Central Branch.

25X1A c. Increase one position in the [REDACTED] Branch to GS-14 to reflect the responsibility for administration and operation of the [REDACTED] area office.

d. Decrease the number of GS-13 positions from ten to seven.

e. Decrease the number of GS-12 positions from six to four.

f. Decrease the number of GS-11 positions from five to four.

g. Increase the number of GS-9 positions from one to three.

h. Increase one GS-5 position to a GS-6 to reflect the administrative duties over and above routine typing and clerical duties that is required of the position.

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4. This proposed reorganization will result in a position number decrease of 2, and a net reduction in salary budget, based on basic salaries within the Table of Organization of \$19,805.00 annually. It will more accurately reflect the levels of responsibility and properly align the work force with the work load.

25X1A



Chief  
Industrial Contract Audit Division

Attachment:

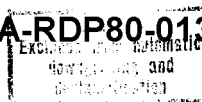
Proposed Table of Organization

Distribution:

Orig. & 1 - Addressee  
1 - DD/A&A

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